

EXTRAORDINARY LEAVE

Extraordinary leave may be granted to an employee when no ordinary leave is due to him. Except in exceptional circumstances the duration of extraordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of an employee's service.

(Para 13.34 of BPS dated 19.10.1966)

A competent authority may grant extraordinary leave in combination with or in continuation of leave of any other kind admissible to the employee.

(Para 13.35 of BPS dated 19.10.1966)

No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not count for increments. Provided that in cases where the sanctioning authority is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control it may direct that the period of extraordinary leave may count for increments. Provided further that in the case of employees who are office bearers of registered trade unions, increments may be deferred only to the extent that extraordinary leave exceeds 2 months in any incremental year.

(Para 13.36 of BPS dated 19.10.1966)